

JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION DEPARTMENT
ASSISTANT PROGRAM COORDINATOR

1. JOB TITLE: ASSISTANT PROGRAM COORDINATOR

2. DEFINITION: The Assistant Program Coordinator is responsible for participating in, planning, initiating and coordinating programs and activities for the public. The employee is also responsible for supervising personnel and monitoring the general appearance of the assigned facility and the surrounding park area. The employee is under the supervision of the assigned Coordinator or Superintendent. All employees are responsible to the City Manager. Directions range from general to specific in nature, and independent judgment is needed to make decisions and complete tasks. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

1. EQUIPMENT/JOB LOCATION:

- a. The employee operates telephones, copy machines, computers and other modern office equipment, concession equipment, kitchen equipment, recreational equipment such as ball pumps, starter pistols, volleyball nets, camping equipment, hand saws, hatchets, and other hand tools such as scissors, paper cutters and other arts and crafts equipment.
- b. The employee will work both indoors and outdoors at a variety of recreational facilities and may be exposed to inclement weather. The employee will also be exposed to loud noises and arts and crafts materials such as paints and glues.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Plans, implements, initiates, coordinates and monitors a comprehensive program of recreational activities which meets the needs of people of all ages, interests and abilities.
- b. Conducts and actively participates in scheduled recreational activities with intermittent sitting, standing, stooping, walking, climbing and lifting objects weighing up to 50 pounds as related to the scheduled activities.
- c. Assigns duties, monitors, evaluates and trains personnel and makes hiring recommendations to the Coordinator, Superintendent and/or Deputy Director.
- d. Monitors the activities occurring in the recreational area, as well as the appearance and maintenance of the assigned building and surrounding areas.
- e. Maintains accurate records pertaining to activities, fees and charges, accidents, programming records and attendance on a daily basis. Submits weekly and monthly reports as assigned.
- f. Assures that all participants and personnel follow city and departmental policies.
- g. Promotes, organizes and stimulates good relationships with neighborhood and community groups.
- h. Coordinates with other departmental staff as well as other community organizations for the use of the recreational site and the planning/implementing of recreational programs.

- i. Makes recommendations for new activities and submits budget requests and revenue projections as requested.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Assists in receipting and balancing money as received through the collection of fees.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must pass pre-employment drug and alcohol screen.
- c. Must have legal authorization to work in the United States.
- d. A minimum of two years of college with related work experience is required. Graduation from an accredited college or university with major emphasis in the field of Recreation or Health, Physical Education, Recreation and Safety or related studies, with experience in parks and recreation preferred.
- e. Certification by the Tennessee Recreation and Parks Association is preferred.
- f. Knowledge of organized recreation activities with a thorough knowledge and creative ability in programs relating to organized games, social recreation activities, sports, class organization, projects and special events.
- g. Ability to manage personnel and to coordinate the efforts of other related agencies within the community.
- h. Ability to follow and give oral and written instructions.
- i. Ability to report to work on time and notify the appropriate individual in advance if unable to work.
- j. Ability to establish and maintain an effective working relationship with other employees and the public.
- k. Ability to perform the duties of the job for an entire workday.
- l. Ability to work an erratic work schedule with overtime, weekend and holiday work required.
- m. Ability to perform a variety of tasks simultaneously or in rapid succession.
- n. Ability to concentrate and accomplish tasks despite interruptions.

Non-Exempt
Safety Sensitive
11/7/05